



*This form is used to report dispositions of San José State University property to the Property Office. Please complete all sections and mail to the Property Office.*

**Department Information**

Department: _____	Report Date: _____
Contact Name: _____	Phone: _____
Contact Email: _____	Extended Zip: _____

**Disposition Codes**

For each item listed, please designate action requested from the disposition codes below:

1. Trade – in	2. Public Surplus
3. Junked	4. Lost*
5. Stolen*	6. Destroyed (as by fire, etc.)
7. Salvaged	8. Defective
9. Donated	10. Error
11. Property reutilization – general service & department transfer to: _____	

**Property Items**

Description, Model, or Serial #:	Property Tag Number:	Original Cost:	Location:	Date of Purchase:	Disposition Code:
Reason for proposed disposition of item:					
Description, Model, or Serial #:	Property Tag Number:	Original Cost:	Location:	Date of Purchase:	Disposition Code:
Reason for proposed disposition of item:					
Description, Model, or Serial #:	Property Tag Number:	Original Cost:	Location:	Date of Purchase:	Disposition Code:
Reason for proposed disposition of item:					

**Department Approval**

Approving Official's Signature: _____	Date: _____
Name (please print): _____	

**Property Use Only**

Property Clerk: _____	Date: _____
Property Survey Board #1: _____	
Property Survey Board #2: _____	

\* Refer to SAM section 8643 (<http://sam.dgs.ca.gov/sam.htm>)